

**Maine EMS Examination Committee Meeting  
Tuesday, March 19, 2002  
Maine EMS Conference Room, Augusta**

**Minutes**

**Present:** J. Vaniotis – Chair, G. Utgard, D. Bahr, , J. LeBrun, K. Roderick

**Absent:** R. Doughty, D. Gilman, B. Hawkes

**Staff:** D. White

**1. Call To Order** - The meeting was called to order at 9:45 a.m.

D. Gilman notified staff that he would not be attending the meeting.

- A. Introductions – None
- B. Assign Timekeeper – G. Utgard
- C. Additions/Deletions to the Agenda – None

**2. Minutes – January 16, 2002, meeting minutes - review for acceptance**

The minutes of the February 19, 2002, meeting minutes were reviewed.

***Motion: To accept the minutes of the February 19, 2002, meeting (LeBrun;Utgard - motion carries).***

**3. Old Business**

**A. Exam Administration Manual (EAM)**

The Committee continued its work on the Exam Administration Manual.

Work will continue on the manual at next month's meeting.

**B. Practical Exams – placeholder**

**C. Exam Security Issues**

Director Bradshaw met with the Committee to discuss the breach of exam security and spoke of the need to address the short-term issue of the 2002 security breach in the Aroostook and Kennebec Valley regional offices and of the long-term need to maintain exam security and to keep exam versions up-to-date.

Staff will check with NREMT to ascertain the delivery date of new EMT-B exam materials. No EMT-B exams have been given in Kennebec Valley since the security breach.

Discussion ensued as to the steps to be taken regarding BLS & ALS level exams.

**Consensus:** That, except as approved by Maine EMS, no Intermediate or Paramedic level written exams will be offered in the State until such time as new exam versions are available; that a letter be sent to each of the 6 EMS regions, to regional instructors in regions 3 and 5 and to persons who may have information concerning the security breach; that the letter contain information that a security breach had taken place, that anyone having information concerning the security breach contact Maine EMS, and that Maine EMS will pursue administrative and criminal action against any person(s) as necessary.

Staff will also pursue information concerning other testing options available (e.g. third party testing companies).

#### **4. New Business**

##### **A. Inclusion of Skill Sheets on the Maine EMS Website**

The Committee discussed including all levels of Maine EMS skill sheets for practical exams on the Maine EMS website.

The Committee saw inclusion of the skill sheets on the web as a positive step to ensure access to the skill sheets and to provide an effective, immediate way to update skill sheets should changes occur.

**Motion:** That practical exam skill sheets be posted on the Maine EMS website (LeBrun;Utgard – motion carries).

#### **5. Next Meeting**

**The next meeting will be held on Tuesday, April 16, 2002 from 9:30 a.m. – 12:30 p.m.**

##### **A. Set Agenda - Next agenda to include:** Exam Administration Manual

**6. Adjournment** - The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Drexell White